

64-13217
29-16

~~S-E-C-R-E-T~~

9 July 1962

CONFIDENTIAL

COMPTROLLER INSTRUCTION NO. 13 - Revised

SUBJECT : General - Accounting for Special Supply Activities
Specific - Accommodation Supply of Material to Others
(Excluding U. S. Government Agencies)

RECISION : Comptroller Instruction No. 13, dated 17 August 1959 ✓

1. PURPOSE

This Instruction sets forth the responsibilities and procedures to be followed in furnishing materiel and supplies on an accommodation basis to others (excluding U. S. Government Agencies).

2. GENERAL

Arrangements are made in certain cases under which this Agency will provide materiel to others (excluding U. S. Government Agencies) on an accommodation basis. Materiel supplied under such arrangements will normally be supplied by specific procurement action but may also if necessitated by unusual circumstances involving difficult-to-procure materiel peculiar to Agency requirements, such as foreign ordnance materiel, be provided from Agency stocks. Reimbursement to the Agency will be accomplished either through the deposit of funds with the Agency in advance or by payment upon delivery of the materiel. Proceeds received as reimbursements under such agreements or arrangements from the recipient of the materiel shall be recorded as reimbursements to the appropriation of this Agency.

3. PROCEDURES

- a. The Area Division concerned will obtain through the Field Stations involved copies of agreements or, in the absence of formal agreements, memoranda from the Chief of Station, outlining the arrangements that have been agreed to covering the special procurement activities. The Finance Division will be provided with copies of the foregoing, together with a memorandum from an authorized approving officer of the Division concerned citing the financial arrangements to be followed.

DOCUMENT NO. _____ ~~S-E-C-R-E-T~~

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S © 2012

NEXT REVIEW DATE:

AUTH: Approved For Release 2000/08/04 : CIA-RDP78-05244A000300010004-0

DATE: 29-3-82 REVIEWER: 006199

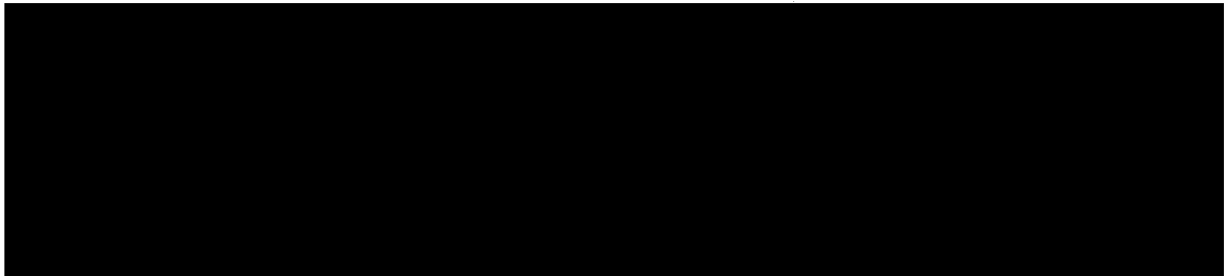
GROUP 1
Excluded from automatic
downgrading and
declassification

CONFIDENTIAL

~~SECRET~~

- b. Essential to the recording of these transactions is the consideration of the security aspects in order that the records of the Fiscal Division will not reflect the details with respect to the actual transactions. In order to safeguard the security of the subject transactions, copies of the agreements or memoranda outlining the arrangements entered into with the outside parties to the transactions will be retained by the Finance Division, Office of the Comptroller.

c.



25X1A

- d. Acquisitions and issues of materiel under this accommodation purchase arrangement will be recorded under established property procedures, and upon receipt of advice from the Logistics Office that the procured materiel has been shipped, the Finance Division shall make the appropriate recordings to reflect the transaction as a sale, establish the account receivable and either make application of amounts on deposit or initiate action for collection of the amount involved.
- e. On a monthly basis the Chief, Accounts Branch, Finance Division will furnish the Fiscal Division with a memorandum which shall reflect in summary form the total activity of accommodation procurement transactions for the period. The information contained in this memorandum shall be recorded as prescribed in Attachment "A". To safeguard the security of such transactions, the memorandum shall also contain a certification that appropriate documentation in support of the individual transactions is being retained by the Finance Division. A copy of each monthly memorandum will be furnished to the Budget Division for use as a basis for issuance of necessary allotment advices as required to the Office of Logistics for the purpose of financing accommodation procurement transactions. The format for such memorandum is set forth in Attachment "C" to this Instruction.
- f. The detailed recordings of the transactions relating to this arrangement are set forth in Attachments "A" and "B" to this Instruction.

- 2 -

~~SECRET~~

~~SECRET~~

CONFIDENTIAL

4. LIMITATION

The procedure prescribed in this Instruction shall apply to arrangements for the accommodation supply of materiel to others (excluding U. S. Government Agencies). It shall not apply to arrangements involving the sale of CIA-owned property which is not to be replaced with identical or similar property, except as described in paragraph 2 above, since the use of the proceeds of the sale of such CIA-owned non-replaced property is subject to specific restrictions as provided in Government regulations.


Deputy Comptroller

25X1A

Attachments - 3
"A", "B", "C"

- 3 -

~~SECRET~~

CONFIDENTIAL

~~SECRET~~

ATTACHMENT "A" to
COMPTROLLER INSTRUCTION
NO. 13 - Revised

ACCOUNTING ENTRIES REQUIRED FOR RECORDING OF
ACCOMMODATION PROCUREMENT TRANSACTIONS FOR OTHERS
(EXCLUDING U. S. GOVERNMENT AGENCIES)

FISCAL DIVISION

1. Upon receipt of the monthly memorandum referred to in paragraph 3d from the Finance Division, the Fiscal Division will record the net change to estimated accommodation procurement transactions for the period by the appropriate debits and credits to Account No. 153 - Estimated Receipts for Allotment and Account No. 505 - Appropriations Available for Allotment.

2. The allotment of funds covering these accommodation procurement transactions will be made as required in the usual manner by the Budget Division and will be recorded by the Fiscal Division under standard operating practices.

3. Upon receipt in the Fiscal Division of the Finance Division check representing the amount collected for accommodation procurement transactions for the period, the Fiscal Division will make the following entries:

Dr: Account No. 106 - Disbursing Funds

Cr: Account No. 153 - Estimated Receipts for Allotment

also

Dr: Account No. 531 - Reimbursements to Appropriations

Cr: Account No. 650.5 - Current Income -
Reimbursements

~~SECRET~~

~~SECRET~~ CONFIDENTIAL

ATTACHMENT "B" to
COMPTROLLER INSTRUCTION
NO. 13 - Revised

ACCOUNTING ENTRIES REQUIRED FOR RECORDING OF
ACCOMMODATION PROCUREMENT TRANSACTIONS FOR OTHERS
(EXCLUDING U. S. GOVERNMENT AGENCIES)

FINANCE DIVISION

1. The recordation of the allotment for the special accommodation procurement transactions, the obligation for expenditure of the allotment, and the receipt of the property and the payment of the indebtedness therefor will follow standard operating practices.

2. As prescribed in Comptroller Instruction No. 68, dated 28 April 1959, the property transaction covering the inventory reduction when the materiel has been shipped to the accommodated party will be recorded as follows:

Dr: Account No. 152.5 - Accounts Receivable - Property Sales

Cr: Account No. 170 - Stores - Supplies and Equipment

3. Based on the information contained in the documents evidencing the accommodation activities, the following entries will be made:

Dr: Account No. 672 - Cost of Property Sold

Cr: Account No. 152.5 - Accounts Receivable - Property Sold

and

*Dr: Account No. 152.9 - Miscellaneous Accounts Receivable
(Subsidiary account established for vendee)

*Cr: Account No. 691 - Other Expense Credits

* Should include the cost of transportation or an estimate to cover such cost where the cost of transportation is paid or to be paid by the Agency.

~~S-E-C-R-E-T~~

ATTACHMENT "B" to
COMPTROLLER INSTRUCTION
NO. 13 - Revised

The supporting documents to the foregoing entry shall be copies of the evidence of delivery or shipment with prices adjusted to reflect the total delivered cost.

4. When an advance had been received to cover the accommodation procurement and the funds were being held as a deferred credit, pending completion of the procurement, the following entry should be made:

Dr: Account No. 350 - Deferred Credits - Miscellaneous

Cr: Account No. 152.9 - Miscellaneous Accounts
Receivable

If the amount that had been advanced is less than the cost of the procurement, a billing shall be issued for the net amount due, while if the amount advanced exceeds the cost of the procurement, a statement shall be prepared showing the balance to be refunded and a disbursement processed accordingly.

5. If the arrangement provides for reimbursement on the basis of shipment or delivery, upon receipt of advice from the Field Station concerned that the amount due from the accommodated party has been received, or upon actual receipt of the payment by the Finance Division, the Finance Division will record the amount received by the following entry:

Dr: Account No. 140 - Advances to Stations - Acknowledged

or

Account No. 105 - Cash in Bank - Agent Cashiers

Cr: Account No. 152.9 - Miscellaneous Accounts
Receivable

6. The amount received each month in reimbursement for the procurement of materials for others will be transmitted by a check to the Fiscal Division, and the following entry made on the records of Finance Division:

Dr: Account No. 695 - Funds Transmitted to Fiscal Division
for Deposit

Cr: Account No. 105 - Cash in Bank - Agent Cashiers

- 2 -

~~S-E-C-R-E-T~~

ATTACHMENT "C" to
COMPTROLLER INSTRUCTION
NO. 13 - Revised

~~CONFIDENTIAL~~

MEMORANDUM FOR: Fiscal Division

INFO : Budget Division

SUBJECT : Summary Report of Accommodation Procurement Transactions for the Month Ending _____

It is requested that the net change to accommodation procurement transactions made by the Finance Division for the current accounting period be recorded on the financial records of the Fiscal Division as prescribed in Attachment "A" to Comptroller Instruction No. 13 - Revised.

FY 1961

FY 1962

FY 1963

- (1) Estimated value of accommodation procurement transactions pending at end of previous month.
- (2) New accommodation procurement transactions initiated during the period..
- (3) Adjustments to previously established transactions (indicate net increase or decrease, as applicable).
- (4) Net change to be recorded to Estimated Receipts For Allotment (Acct. 153) by the Fiscal Division (Item (2) plus or minus item (3).)
- (5) Collections made for accommodation procurement transactions during the period. (Check representing these collections will be forwarded to Fiscal Division for recording as prescribed in C.I. 13)
- (6) Estimated value of accommodation procurement transactions pending at the end of the current month (Item (1) plus or minus item (4), less item (5).)

I certify that the information reflected above is a true record of the accommodation procurement transactions processed by the Finance Division during this period. There are on file in the Finance Division documents relating to the individual accommodation procurement transactions represented by the net totals reflected above which were initiated and approved by the operating component concerned.

~~CONFIDENTIAL~~

~~SECRET~~

Chief, Accounts Branch
Finance Division